

Dear Applicant:

Enclosed is the Application for Criminal History Review from the State of Utah. Please complete all of the steps described below. Failure to properly complete one of the steps will cause a delay in processing your application.

1. Fill-out the top portion of the application. List all of your previous names including married and maiden names. Be sure to sign the application.
2. Take the application to a law enforcement agency such as your city police department or county sheriff's office. Request that they print the four fingers of your right hand on the space provided. Make sure the law enforcement official who takes your fingerprints fills-out the portion of the application labeled "OFFICIAL TAKING PRINTS". **NOTE:** The fingerprints may be taken at our office, Bureau of Criminal Identification, 3888 West 5400 South, Taylorsville, Utah.
3. The application fee is \$10.00. Select a method of payment by making a check mark in the appropriate box at the bottom of the application. Checks and money orders should be made payable to "Utah Bureau of Criminal Identification". To pay by credit card (Visa/MasterCard) fill-out the form on the third page of the application. Credit number should include the three digit control number located on the back of the card on the signature line. Cash may be accepted in person only. **DO NOT SEND CASH IN THE MAIL.**
4. Print or type the name and address of where to mail the criminal history record on the waiver. Sign and date the waiver in the presence of a notary public. The waiver **MUST** be notarized or we will be unable to send the criminal history record. (The waiver is on page three of the application). **NOTE:** If an applicant requests their own criminal history record in-person the waiver is not necessary.
5. Mail the application, fee and waiver to:
UTAH BUREAU OF CRIMINAL IDENTIFICATION
3888 WEST 5400 SOUTH
BOX 148280
SALT LAKE CITY UT 84114-8280
The criminal history record will be mailed to the address you indicate on the waiver. The record may not be faxed or sent by e-mail.
6. If you would like to apply for criminal history expungement make a check mark in the appropriate box at the top of the application. You will receive notification of the current eligibility status of your record within 2-3 weeks.
7. If your application is for foreign travel or international adoption please include a letter or note stating such.

If you have any questions you may call from 8:00-5:00 PM Monday-Friday **(801)965-4445**. Or visit our website at **www.bci.utah.gov**

*Juvenile offender information is **not** retained by the Bureau of Criminal Identification.
Requests must be made directly to Juvenile Court*

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Credit card number	* 3 digit control # (On back of card)	Expiration Date
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PRINT NAME <i>as it appears on the card</i> : _____		
TOTAL AMOUNT OF PURCHASE: \$ _____		
MAILING ADDRESS ON CREDIT CARD STATEMENT: _____ _____		
Cardholder signature: _____ Date: _____		
*ONLY THE APPLICANT'S CREDIT CARD MAY BE ACCEPTED FOR PAYMENT. IF THE CREDIT CARD BEING USED FOR PAYMENT IS NOT ISSUED TO THE APPLICANT USE AN ALTERNATIVE METHOD OF PAYMENT.		

***** W A I V E R *****

INSTRUCTIONS FOR WAIVER: The waiver is required when application is made by mail. Indicate the address you would like the criminal history record mailed to in the space provided on the waiver. Then, sign and date the waiver in the presence of a notary public.

Date: _____

I hereby ask that the criminal history information requested be released and sent to:

Attn: _____

Address _____

City/State/Zip _____

and release the Utah State Bureau of Criminal Identification from any liability resulting from such request.

Signature of Applicant : _____

Subscribed and sworn to before me this

_____ day of _____, 20_____

Signature of Notary Public: _____

Notary Public for the State of: _____